

## **LOCALITY STEERING GROUP PATIENT/PUBLIC REPRESENTATIVE**

### **ROLE DESCRIPTION**

#### **ROSSENDALE LOCALITY**

##### **Overall Context**

1. Becoming a Clinical Commissioning Group allowed local GPs the opportunity to take over responsibility for planning, arranging and funding local health services. The over-arching East Lancashire CCG has been split into five distinct localities, Burnley, Pendle, Hyndburn, Rossendale and Ribblesdale. This has helped the CCG to work better with its GP Practices and make sure that the work they do is fully informed by the needs of diverse communities.
2. East Lancashire Clinical Commissioning Group brings together the combined expertise of 58 local GP Practices acting on behalf of over 371,000 East Lancashire patients serving a large and complex population with both urban and rural geography demographics containing a wide spectrum of social deprivation and health needs.
3. Clinical Commissioning Groups will plan services including planned hospital care, rehabilitation services, urgent and emergency care together with most community services. They will work closely with patients so as to make sure that the services they choose are the right ones to meet their health needs.
4. The vision for the Rossendale GPs is to be dynamic commissioners who find innovative ways to solve problems and reform patient pathways. These approaches will improve outcomes for patients and maximise their capability as a clinical commissioning group. The locality will be patient focused, commissioning services that not only provide the best use of resources, but also reduce environmental impact in the longer term. The group wishes to maintain existing local services and where possible introduce new locally based services to enhance what is current available.

##### **Key Responsibilities**

These may involve:-

- Providing assurance and review from within the Commissioning Process on either locality or CCG wide issues
- Fostering links with local stakeholders and patient groups to ensure that local needs continue to be met
- Attendance at monthly locality Steering Group meetings

- Expressing patient related opinion on schemes and initiatives that are being developed or discussed in the locality
- Where appropriate, liaising with other locality patient representatives in order to discuss issues of common interest

## **LOCALITY STEERING GROUP PATIENT / PUBLIC REPRESENTATIVE ROLE SPECIFICATION**

<b>Role Title:</b>	Public and Patient Representative – Locality Commissioning Groups
<b>When:</b>	Locality Steering Group Meetings – Usually the second Tuesday of the month
<b>Where:</b>	Usually at the Rossendale Health Centre (Health Hub)
<b>Expenses:</b>	Where appropriate, all out of pocket expenses including travel & care costs will be reimbursed
<b>Responsible to:</b>	Respective Locality Steering Group (Rossendale)
<b>Duration:</b>	2 Years

### **Why We Want You?**

ELCCG is the Clinical Commissioning Group for East Lancashire.

We want you to contribute to the continuing development of locality working specifically providing the patient voice and acting as conscience locally about patients' interests and concerns around access and delivery of healthcare. The aim is to provide a high quality, efficient and user accessible services to patients. Many of the locality groups consist of Commissioners, GPs and or other clinical staff, Practice Managers, representatives from the community and patients.

### **What is in it for you?**

East Lancashire CCG is the local leader of the NHS and this is your chance to shape local services to improve quality and care. We can help you gain skills and give you valuable insight to making a difference to health and wellbeing of local people.

### **Requirements**

You will ensure that the CCG takes into account the views of local patients, carers and the public in its planning and decision-making around health services. Working closely with the locality membership practices, other Patient / Public locality representatives, Locality Forums / Working Groups, and linking to locality GP Practice Patient Participation Groups you will individually and collectively be expected to:

- Ensure that the CCG has patient and public at the heart of its values, aims and decision making process.
- Contribute a patient/public perspective on how to commission new services to ensure as far as possible that these are in the best interests of the community as a whole.
- Ensure that where appropriate the Patient Engagement Strategy and Action Plan is developed, implemented and reviewed at regular intervals for the defined project.
- Support and guide the CCG on any consultations it proposes on significant service changes.
- Prepare for respective locality steering group, other working group meetings, attend regularly, and contribute constructively to discussions
- Attend the CCG Patient Partners Board meeting quarterly at the CCG Headquarters
- Raise any concerns with the Chair of the Locality or Locality Commissioning Manager.
- Adhere to The Seven (Nolan) Principles of Public Life

## Person Specification

<b>Personal</b>	<ul style="list-style-type: none"> <li>Registered at an East Lancashire GP Practice within the respective locality (Rossendale) that they are proposing to serve.</li> </ul>
<b>Experience (Desirable)</b>	<ul style="list-style-type: none"> <li>Have experience of using health and social care services</li> <li>Representing the views/opinions of others at a committee level.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Some knowledge of national and local health and social care issues</li> <li>Commitment to equality, diversity and data protection</li> </ul>
<b>Skills and aptitude</b>	<ul style="list-style-type: none"> <li>Good communication and influencing skills</li> <li>Ability to form and maintain working relationships in fast changing circumstances</li> <li>Able to distinguish between personal and patient views</li> <li>Ability to maintain confidentiality with respect to patient information</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Assertiveness</li> <li>Sensitivity</li> <li>Reliability</li> <li>Flexibility</li> <li>Political awareness</li> <li>Consistency</li> <li>Resilience and tenacity</li> <li>Openness and transparency</li> <li>Open minded</li> <li>Integrity</li> </ul>
<b>Exclusions</b>	<ul style="list-style-type: none"> <li>Must not be a serving NHS staff in East Lancashire or a District or County Councillor</li> </ul>

## **LOCALITY STEERING GROUP PATIENT/PUBLIC REPRESENTATIVE**

The work of the Locality Commissioning Steering Groups is overseen and ratified by the respective Locality Forum (Rossendale) which comprises of representatives of all member practices.

The time commitment for a patient / public representative is likely to be a minimum of 4 hours per month.

### **Role of the Locality Commissioning Groups:-**

The role of each Locality Commissioning Group will vary from group to group but very broadly will include:-

- Continually improve the quality of care and clinical outcomes for the people of East Lancashire and in particular those either registered or living in the respective locality of appointment.
- Establish the respective Locality Group as an organisation where member practices and employees are valued; are able to actively contribute to decisions and who celebrate its success
- Develop an annual plan for the locality
- Help ensure that as an authorised body the East Lancashire Clinical Commissioning Group is able to undertake its statutory duties and responsibilities.
- Engage with member practices and staff on the development of the Locality and on the Locality's key strategies and policies.
- Ensure on-going and effective communication and engagement with member practices and staff.
- Develop positive relationships with local government and other key strategic partners.
- Engage with the public and key stakeholders to inform the work and priorities of the Locality.
- Operational management of the Locality's delegated responsibilities and of the arrangements to support their effective implementation.
- To operate within budgets.
- Agree and monitor local incentive schemes with member practices.
- Ensure compliance with the requirements of regulatory and other bodies.
- Assist with Primary Care Development initiatives.

**Applicant Statement**

<b>Name:</b>
<b>Address:</b>

I am interested in becoming a Patient/Public Representative to serve on my local Locality Commissioning Steering Group. I understand that it will require a time commitment of no less than 4 hours per month and that by putting my name forward, my supporting statement will be discussed by the East Lancashire GP Leads / Locality Commissioning Managers /Healthwatch Lancashire representative to enable them to select their preferred candidates.

**Statement in support of my application to become a Patient/Public representative on a Locality Commissioning Steering Group in East Lancashire.**

I am registered with a practice in (please tick):

<b>Burnley</b>	<input type="checkbox"/>	<b>Pendle</b>	<input type="checkbox"/>	<b>Rossendale</b>	<input checked="" type="checkbox"/>	<b>Hyndburn</b>	<input type="checkbox"/>	<b>Ribblesdale</b>	<input type="checkbox"/>
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Please continue on additional sheets if necessary

Return this form to Andy Lavery, Rossendale Locality Commissioning Manager, Walshaw House, Regent Street, Nelson, BB9 8AS Or by email: [andy.lavery@eastlancscg.nhs.uk](mailto:andy.lavery@eastlancscg.nhs.uk)

## Monitoring Information Form

Healthwatch Lancashire believes in equal opportunities.

We want to make sure that we are an equal opportunities organisation in practice, which is why we want to monitor our recruitment procedures for staff & volunteers. We will separate this part of the form from the application form. It will not form part of the volunteer selection process.

Name  Postcode

Gender: Male  Female

If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender.

### Ethnic Origin

White	Black	Asian/Asian British	Chinese	Mixed
British <input type="checkbox"/>	African <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Chinese <input type="checkbox"/>	Asian & white <input type="checkbox"/>
Irish <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Any other ethnic background <input type="checkbox"/>	Black African & white <input type="checkbox"/>
Any other white background <input type="checkbox"/>	Any other black background <input type="checkbox"/>	Pakistani <input type="checkbox"/>	<input type="checkbox"/>	Black Caribbean & white <input type="checkbox"/>
		Any other Asian background <input type="checkbox"/>	<input type="checkbox"/>	Any other mixed background <input type="checkbox"/>

### Disability

Many people do not consider themselves to be disabled, but under the Disability Discrimination Act you can consider yourself disabled if you have a physical or mental impairment or long term health condition, and the effects are expected to last, or have lasted for a year or longer, and have a substantial effect on your ability to carry out day to day activities; or your day to day activities would be limited without medication, treatment or adjustments (for example the use of inhalers, physiotherapy, a hearing or visual aid or insulin).

Taking this into account, do you consider yourself to be a disabled person?

No  Yes

### How you found out about this post

To help us to target our volunteer recruitment activity more effectively and publicise posts in the future, it would be helpful if you could let us know how you found out about this volunteering opportunity?

Signature

Date